

DOT Advisory

If a suspicious letter or package has been **opened**,

What should you do?

- 1** Stop Immediately
- 2** Do not shake or Empty the Envelope or Package
- 3** Do Not Smell It or Try to Analyze It
- 4** Isolate the Area
- 5** Notify Your Building Guard Supervisor (See Below)



If a suspicious letter or package has been received but **not opened**...

- 1. Notify Your Building Guard Supervisor (See Below)**
- 2. Place the suspicious mail in the provided plastic containment bag**
- 3. Fill out and affix the provided label and attach to the containment bag**

*These bags will be collected and removed from your office.
The mail in these bags will be opened and examined by trained personnel and finally returned to the office if a threat has not been identified.*

Building Guard Supervisor

Nassif.....x60333
FAA Headquarters.....x35333
Transpoint.....x76337
TASC Security.....x64677

TASC *Service / Value / Success*